



Payments

Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractors' Excise Tax Returns:

Phone 1.800.829.9188

Email: bustax@state.sd.us

911 Emergency Surcharge Returns:

Phone 1.800.829.9188

Email: dor.911@state.sd.us

Motor Fuel Returns:

Phone 605.773.4109

Bank Franchise Tax (Special Taxes)

Phone 1.800.829.9188 Option 2

File and Pay at:

<http://sd.gov/epath>

Access **Make a Payment** at:

<http://dor.sd.gov>
or <http://sd.gov/epath>

Payment Methods

1. Electronic Payments

- A. **EPath (Page 2)** – You may make a single payment or make a payment when filing a tax return by ACH Debit or Credit Card.

If you have an EPath account please make all electronic payments through that account.

Benefits of using an EPath Account to make electronic payments:

- ✓ Payment may be made by ACH Debit or Credit Card
- ✓ Payments may be made with a return – Select File or Amend Return/Payment
- ✓ Payment may be made by itself – Select Payment Only
- ✓ Payment bank account information may be saved to use for future payments
- ✓ Add, change, or delete saved bank account information – Select Change Profile, Payment Accounts
- ✓ View, change or delete pending ACH Debit payments – Select View/Edit Pending Electronic Payments

- B. **Make a Payment (Page 5)** – You may make a single ACH Debit or Credit Card payment without an EPath account or without logging into your EPath account if you have a SD tax license.

- C. **ACH Credit (Page 7)** – You may authorize your bank to send a payment to the Department's bank.

- D. **Payment by Phone** – If you owe tax to the Department of Revenue, you can make your payment over the phone by credit card or ACH Debit. Call 1-800-829-9188. Have your SD tax license number and credit card ready. You will be charged a nonrefundable convenience fee of 2.45% for any credit card payment.

2. Paper Check

If you cannot pay electronically, you may send payment by check. Be sure to include your SD tax license number with the check. If you filed your return in EPath, print and send the payment coupon with your payment. If payment is not received by the due date interest will apply.

A. EPath Payment

Payments may be made by Credit Card, ACH Debit, or ACH Credit.

► Credit Card Payments

The credit card payment option is available under Payment Only and as a payment option when you file a return.

When you select pay by Credit Card when filing a return, you will enter the credit card information **AFTER** you submit your return.

Credit Cards accepted:



Fee: A nonrefundable convenience fee of **2.45%** is charged on each credit card payment.

The Convenience Fee is automatically calculated and added to your payment amount.

Credit Card payments are processed by Elavon, Inc. You will see Elavon's name on the Disclosure statements. The convenience fee is paid directly to Elavon.

Credit Card Statements: Your credit card statement will show two transactions.

The tax amount will show on your statement as: *SD Dept of Revenue*

The convenience fee is a separate charge and will show on your statement as: *SD Dept of Revenue SF*

Payment Dates: Credit card payments may only be made for the current day (you cannot select a future date). Payments confirmed before 6:00 PM ET will be posted to your account the same day. Payments confirmed after 6:00 PM ET will be posted to your account the next day.

You can see credit card payment information under View Account Activity. You cannot change or delete pending credit card payments.

If you have questions, please call the Department at 1-800-829-9188.

► ACH Debit Payments

Under this method, you authorize the Department of Revenue to transfer the tax payment from your bank account to the Department's bank on the payment date you select.

Fee: There is no fee charged by the Department for an ACH Debit payment.

Payment Dates:

- Payment for the current return is due the 2nd to last working day of the month. The payment date will display as the 2nd to last working day of the month.
- All other payments: the payment date will display the next date payments will be transferred, which will be the next Friday or the 2nd to last working day of the month.

You may select any payment date available in the payment date drop down box. You will be assessed interest for each month the payment is late.



Payments

You must submit ACH Debit Payment information in EPath two business days prior to the date you want to schedule the payment. For example, if you are scheduling a payment for Friday, it must be scheduled on or before Wednesday.

Some banks block ACH Debit transactions, please contact your bank to authorize the Department's ACH Debit transaction. The **Department of Revenue's bank originator number is 9466000364.**

You will receive a confirmation number when the payment is successfully submitted. Print the confirmation page for your records.

You may Create New Bank Account (which is saved for future use), use a One Time Bank Account (information is not saved), or select a Bank Account previously saved.

Period: DEC 2012 Due Date: Jan 30, 2013

Existing Account:	Create New Bank Account
Name:	Create New Bank Account One Time Bank Account
Pay to the Order Of: SD Treasurer	Amount: 56.50
	<input type="radio"/> Checking <input type="radio"/> Savings
Routing #:	Bank Account #:

- Pay when filing a return – Select File or Amend Return/Payment
- Pay without filing a return – Select Payment Only
- View, change or delete pending payments – Select View/Edit Pending Electronic Payments
- Add, change, or delete saved bank account information – Select Change Profile, Payment Accounts

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) ⓘ
- ▶ [Payment Only](#) ⓘ
- ▶ [Upload Additional Documentation](#) ⓘ

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) ⓘ
- ▶ [Change Profile](#) ⓘ
- ▶ [Cancel Licenses](#)
- ▶ [Add a License](#)

View History.

- ▶ [View Account Activity](#) ⓘ
- ▶ [View/Edit Pending Electronic Payments](#) ⓘ
- ▶ [View Pending Items](#) ⓘ
- ▶ [View Deleted Electronic Payments](#) ⓘ

1. **Payments with Returns** – you may submit an ACH Debit Payment when filing a return.
 - a. Under **Existing Account** select the account you want the Department to withdraw payment from.
 - b. The **Payment Date** for a current return is set for the 2nd to last business day of the month. The payment date for a return filed late is set for the next Friday, or you may select a date from the drop down box.
 - c. The **Amount** shows the amount due from the return being filed. If you have a prior balance due, add that to the amount and enter the total due. If you have a prior credit, subtract that from the Amount and enter the difference. If the credit is greater than the amount due, do not make a payment at this time.
2. **Payment Only** – You may submit an ACH Debit payment at any time.
 - a. Select the **License** payment is to apply to.
 - b. **Bank Account:** select or create the account the Department will transfer funds from.
 - c. **Payment Date:** set for the next Friday, or you may select a date from the dropdown box.
 - d. **Amount:** Enter the payment amount.
 - e. **Type, Routing # and Bank Account #:** Enter the bank information if you are creating a new account or using an account for a one-time payment.
 - f. **Select Create** – this creates the payment. If you created an account or changed details in an existing account the account information will be saved. Account information for a One Time Bank Account transaction is not saved.

► Create a Bank Account without making a payment

Select Change Profile and Payment Accounts.

Enter and save your bank account information for future use.

Add, edit, or delete Bank Accounts under Change Profile, Payment Accounts.

Profile ►

[Main Menu](#)
[Logout](#)

[Assigned Licenses](#)
[Add License](#)
[Account Info](#)
[Email Reminder](#)
[Payment Accounts](#) ►
[Change Password](#)
[Update License Info](#)
[Update Contacts](#)

ACH Debit Accounts

[New Account...](#)

Name this Account

Type of Bank Account ☐ Checking ☐ Savings

Routing/Transit Number

Bank Account Number

Delete

Save

Enter the following:

1. **Name your Account** – create a name for the account
2. **Type of Account:** The type of bank account, either checking or savings.
3. **Bank Routing Transit Number:** The Routing Transit number of your bank can be found on your checks. (This is a 9 digit number.) See example.
4. **Bank Account Number:** The bank account number of the account you authorize the Department to withdraw (debit) funds from. See example.
5. Select **Save** to save information. This account will show in the Bank Account drop down list next time you make a payment.

Sample Check

Taxpayer name		1001
Address		Date: _____
Pay to the order of: _____		\$ <input type="text"/>
		_____ Dollars
Memo: _____	Signature _____	
x { 107000110x } 1234567xx 1001		

Bank Routing Transit Number: 107000110
Bank Account Number: 1234567

► View, edit, or delete pending ACH Debit payments

Select View/Edit Pending Electronic Payments.

You may edit any ACH Debit payment on this list. Click “edit” to display the payment details. The edit process allows you to select a different license, bank account, payment date, or change the amount. Click “Update” to save changes.

You cannot edit or delete a payment within 2 days of the payment date. Please allow 2-3 days for the payment to be applied to your account.


If you delete a payment you will be asked if you are sure you want to delete the payment. You can see deleted payments under View Deleted Electronic Payments.

B. Make a Payment

This option allows you to make a single ACH debit or credit card payment on an account without an EPath account or without logging into your EPath account.

- ▶ You cannot access prior payment or account information when using Make a Payment.
- ▶ Returns may not be filed by using "Make a Payment".

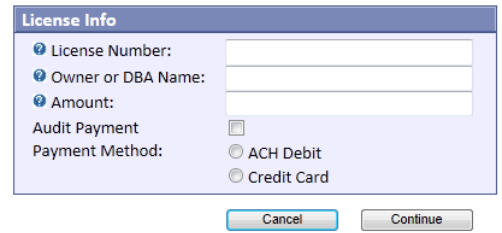
You must have a tax license number to use this feature, if you owe tax and do not have a Tax license number call the Department at 1-800-829-9188 for help.

1. Click on  on the Department's webpage at <http://dor.sd.gov> or on the EPath log in page at <http://sd.gov/epath>.

2. Enter Required Information:

- **License Number:** Enter your 8 digit South Dakota license number. The number may be with or without the license type or dashes. (Example: 99999999, 9999-9999-E9, or 99999999ST)
- **Owner or DBA Name:** Enter the owner or business name (DBA).
- **Amount:** Amount you want to pay
- **Audit Payment:** Check box if this payment is for an audit amount due
- **Payment Method:** Select the payment type.
 - A. Credit Card: You can pay your taxes with a Visa, Master Card, or Discover credit card. A nonrefundable convenience fee of 2.45% of the payment amount will be added to each payment.
 - B. ACH Debit: You authorize the Department to transfer the tax payment from your bank account to the Department's bank on the payment date you select.

One Time Electronic Payment ▶



A. Credit Card Payment

Credit Cards accepted:



Fee: A nonrefundable convenience fee of **2.45%** of the payment amount is charged on each credit card payment.

The Convenience Fee is automatically calculated and added to your payment amount. If you change the payment amount, the fee automatically updates.

Credit Card payments are processed by Elavon, Inc. You will see this name on the Disclosure statements. The convenience fee is paid directly to Elavon.

Credit Card Statements: Your credit card statement will show two transactions.

The tax amount will show on your statement as: *SD Dept of Revenue*

The convenience fee is a separate charge and will show on your statement as: *SD Dept of Revenue SF*



Payments

Payment Dates: Credit card payments may only be made for the current day (you cannot select a future date). Payments confirmed before 6:00 PM ET will be posted to your account the same day. Payments confirmed after 6:00 PM ET will be posted to your account the next day.

If you have an EPath account you will see the credit card payment under View Account Activity.

You cannot change or delete credit card payments.

If you have any questions concerning the credit card payment, please call the Department at 1-800-829-9188.

Payment Center

Make a Payment Now

Summary	
License ID: 10121111	Payment Amount: 1,000.00
BusinessTax	

Pending Payment	
Payment Amount \$	1,000.00
Fee	24.50
Non-Refundable Convenience Fee	
TOTAL AMOUNT	1,024.50
Creation Date	07/23/2014

Payment Account	
<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Card Number: <input type="text"/>	* Please complete all of the credit card fields indicated here. Your credit card number should have no dashes.
Expiration Date: <input type="text"/> - <input type="text"/>	
Card Security Code: <input type="text"/>	What's this?
Full Name on Card: <input type="text"/>	
Street Address: <input type="text"/>	
Address Line 2: <input type="text"/>	* Please complete your Billing Address for your credit card.
City: <input type="text"/>	
Zip Code: <input type="text"/>	

Payment Confirmation	
Creation Date 07/23/2014	Payment Account Number ****2221
License ID 10121111	Payment Amount \$1,000.00
	Fee \$24.50
Confirmation #: 3100003122	Fee Confirmation #: 3100003123
Click Here to Print this Confirmation Page	
Payments confirmed before Wednesday, July 23, 2014 06:00 PM ET will be posted on Wednesday, July 23, 2014. Payments confirmed after Wednesday, July 23, 2014 06:00 PM ET will be posted on Thursday, July 24, 2014.	
If you have any further questions about payments to SDRRevenue, please contact our office at 800-829-9188	
Finish	

Print the Confirmation Page for your records.

You will also be sent a confirmation email.

B. ACH Debit Payment:

Under this method, you authorize the Department of Revenue to transfer the tax payment from your bank account to the Department's bank on the payment date you select.

There is no fee for an ACH Debit payment.

- ✓ Select the payment date from the drop down box.
- ✓ You may change the Amount.

One Time Electronic Payment >

Payment Information	
License Number:	1012-9368-ST
Owner/DBA:	PAYMENT
Payment Date:	07/25/2014
Amount:	100.00
Routing #:	
Bank Account #:	
Account Type:	<input type="radio"/> Checking <input type="radio"/> Savings
Contact Information	
Name:	
Phone:	
Email Address:	
Cancel Next	



Payments

- ✓ Enter your bank information and contact information.
- ✓ Review and submit payment.

Bank information is NOT saved for future use.

A confirmation page will be displayed. Please print this page for your records.

You will also be sent a confirmation email.
The email will be from: epath@state.sd.us

Sample Check

Taxpayer name		1001
Address		Date: _____
Pay to the order of: _____		\$ <input type="text"/>
		Dollars
Memo: _____		Signature _____
x 107000110 x 1234567 x x * 1001		

Bank Routing Transit Number: 107000110
Bank Account Number: 1234567

One Time Electronic Payment >

Confirmation	
Confirmation Number:	2093850000000191179
Confirmation Date:	07/23/2014 9:38 AM

Payment Information	
License Number:	1000-1111-ST
Owner/DBA:	TESTING ACH DEBIT
Payment Date:	07/25/2014
Amount:	\$1,000.00
Account Type:	Checking
Routing #:	****0000
Bank Account #:	*****

South Dakota EPath ACH Debit Payment

Confirmation Number:	2093850000000191179
Confirmation Date:	07/23/2014 9:38 AM
License Number:	1000-1111-ST
Owner/DBA:	TESTING ACH DEBIT
Payment Date:	07/25/2014
Amount:	\$1,000.00
Account Type:	Checking
Routing Number:	****0000
Bank Account Number:	*****

If you have any questions about this notice or you did not schedule a payment, please contact the Department of Revenue at 1-800-829-9188.

To log in to EPath [Click Here](#). Or browse to <http://sd.gov/epath>

C. ACH Credit Payment

Under this method, you initiate payment through your bank to the Department of Revenue's bank account. You may make an ACH Credit payment at any time; however, you must notify your bank to make the necessary arrangements for the payment transfer for each filing period in time to ensure the Department receives the payment on or before the due date. For current returns, the payment due date is the second-to-last working day of the month. Interest is assessed if the payment is received late.

You are responsible for any costs associated with an ACH Credit Payment.

Transfers must be made in the NACHA CCD+ format using the TXP Convention. The bank must include your license number in the TXP information. If it is not included the Department will not know which account to apply the payment to.

Please provide a copy of the [ACH Credit Bank Information](#) to your bank.